

**Cross-age Tutorial**  
**Materials Grant Application**  
September 1, 2006 – April 30, 2007

Applying School \_\_\_\_\_ District \_\_\_\_\_

School principal \_\_\_\_\_

**Cross-age** Coordinator \_\_\_\_\_

**Cross-age** Coordinator's e-mail \_\_\_\_\_ School Phone \_\_\_\_\_

**Instructions for Materials Grants:**

Check boxes to indicate compliance with the following requirements:

- ☐ Individual students are assessed, pre and post, for placement and progress reporting. (See attached Accountability Reports, submitted, to the USOE, attn: Sue Okroy, twice a year, November 15 and the middle of May.
- ☐ The school has an on-site school **Cross-age** Coordinator.
- ☐ The school has at least one certified **Cross-age** Trainer.
- ☐ Students will receive a minimum of two –thirty minute sessions per week.
- ☐ Attended new certification training for Cross-age Coordinator provided by the USOE.
- ☐ The **Cross-age** Coordinator provided training for new tutors.
- ☐ List those who attended training. Include date and location of training:  
\_\_\_\_\_  
\_\_\_\_\_
- ☐ The school has a space for a **Cross-age** Tutoring Center (books and materials storage) and a designed space for tutoring.

- ☐ District site visits will be scheduled with USOE on an annual basis, check with your District Literacy Specialist for an upcoming annual site visit.

The purpose of the **Cross-age** Materials Grant is to provide essential leveled texts required to implement and administer the **Cross-age** program. **Purchases of other school items will not qualify under this grant.**

Qualifying schools may order **leveled books, one of each title, from the Cross-age Approved Publisher List.** The website for the approved publisher list is: <http://www.schools.utah.gov/curr/Star/default.htm>. This address brings up the **Cross-age** Homepage. You will find the order form by clicking on the publishers name for a book list and order form.

The school is responsible to pay up front for the total amount of the book order. The Utah State Office of Education will reimburse the school up to \$500.00 with prior approval. The maximum amount of \$500.00 is all the school may receive for a **Cross-age** Materials Grant book order per year, as **funds are available.**

**The Principal is responsible** to contact the district office for reimbursement of funds. This process takes between six to eight weeks.

- ☐ Complete the attached proposal to purchase **Cross-age** materials. Please attach the typed proposal with this application (see pages 3-4).

#### **Agreement of Cross-age implementation and maintenance:**

I, \_\_\_\_\_, verify that The **Cross-age Tutorial** will be implemented with fidelity at \_\_\_\_\_. I understand that if the **Cross-age** Tutorial is not implemented and maintained throughout the year, the school will repay the \$500.00 **Cross-age** Materials Grant.

Signed: \_\_\_\_\_  
Principal's Signature

## Proposal for **Cross-age** Tutorial Materials

Name (s) of teacher (s) involved with **Cross-age** Tutoring:

_____	_____
_____	_____
_____	_____
_____	_____

Number of all students receiving **Cross-age** tutoring \_\_\_\_\_

Please attach a list with names of all tutors and tutees.

*Before you order books, the following must be done:*

- 1. Submit the **Cross-age Tutorial Grant Application** with proposed book order.*
- 2. You must receive email or telephone approval from Sue Okroy before **you** can order books.*
- 3. The **First Accountability Report** must be submitted with application before you can place your book order.*

Download and attach the **Cross-age Tutorial** order form from the website. The website for the approved publisher list is:

<http://www.schools.utah.gov/curr/Star/default.htm>. This address brings up the **STAR/Cross-age** Homepage. You will find the order form by clicking on **Cross-age** Approved Publishers list. Then click on the publisher for a book list and order form. The \$500.00 Cross-age Materials Grant specifies only individual book titles will be accepted. **No school supplies will be covered by this grant.**

Please attach a separate sheet of paper with your type written school objectives for the **Cross-age Tutorial** program. There are many Educational Objectives for

struggling readers. The objectives you select need to reflect the Utah State Elementary Language Arts Core Curriculum.

**Cross-age Tutorial Materials Grant Application**

**September 1, 2006 – April 30, 2007**

**Cross-age Tutorial Reimbursement  
Request Form**

- **After book orders have arrived:**
- **Attach a copy of proof of payment along with this Cross-age Tutorial Reimbursement Request Form.**
- **Send Reimbursement Request Form to the address listed below.**

**Utah State office of Education  
Attn: Sue Okroy  
250 East 500 South  
P. O. Box 144200  
Salt Lake City, Utah 84114-4200  
Phone Number: 801-538-7765  
Fax Number: 801-538-7588**

Applying School: \_\_\_\_\_

District: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

_____ Principal's Signature	_____ Date	_____ Cross-age Coordinator's Signature	_____ Date
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## **Cross-age Tutorial Materials Grant Application**

September 1, 2006 – April 30, 2007

### **Cross-age Grant Check-off Sheet**

## **Detach and keep this Cross-age Tutorial Materials Grant Check-off Sheet, for your school records**

1. ☐ Before December 31, 20\_\_ send the first **four pages** of the **Cross-age Tutorial Materials Grant Application** and the **Cross-age First Accountability Report** to:

**Utah State Office of Education**

**Attention: Sue Okroy**

**250 East 500 South**

**P.O. Box 144200**

**Salt Lake City, Utah 84114-4200**

or

**Fax to: 801-538-7588**

2. ☐ **Before ordering books**, Sue Okroy will need to confirm the proposed level book order by telephone or email.
3. ☐ **After the book order arrives**, send page five of the **Cross-age Tutorial Materials Grant Application**, which is the **Cross-age Reimbursement Request Form** along with a copy of proof of purchase to the **Utah State Office of Education** address.
4. ☐ **Principal** contacts the District Business Manager to receive reimbursement of funds for books.
- ☐ Send in **Second Cross-age Accountability Report** after post-assessment, approximately the middle of May.

USOE Cross-age Program  
**First** Accountability Report (see back)

The Cross-age Accountability Report provides the Utah State Office of Education, school districts, and local schools with evidence of program implementation and progress. In order to receive funding from the Cross-age Materials Grant and training support from the USOE, the report must be completed and submitted **two** times during the year.

School \_\_\_\_\_ District \_\_\_\_\_

School principal \_\_\_\_\_ School principal e-mail \_\_\_\_\_

School Cross-age Coordinator \_\_\_\_\_ Cross-age Coordinator e-mail \_\_\_\_\_

Number of teachers involved with Cross-age \_\_\_\_\_ Number of Cross-age volunteers \_\_\_\_\_

Number of students participating in Cross-age \_\_\_\_\_

Number of 30-minute Cross-age sessions each student received \_\_\_\_\_ (on average)

Submit Accountability Report **two** times during the school year to Sue Okroy on or before the following dates:  
**November 14, 2006 and May 19, 2007\***

**Utah State Office of Education**  
**Attn: Sue Okroy**  
**250 East 5500 South**  
**P.O. Box 144200**  
**Salt Lake City, Utah 84114-4200**

\*CRT data may delay the end-of-year report for those schools where CRT's are the only administered reading assessment available.

# First USOE Cross-age Program Accountability Report Form

(Provide additional grids as needed)

Assessment (i.e. TPRI, CRT\*, DIBELS, running record) \_\_\_\_\_

Pre-test date \_\_\_\_\_

Classroom Teacher	Student	Tutor	Pre-test Score / Grade Level

I, \_\_\_\_\_, verify that the Cross-age Program has been implemented with fidelity at  
Principal's Name

\_\_\_\_\_. I understand that if Cross-age Tutoring Program is not maintained throughout the 2006-  
School Name

2007 school year, the school will repay the \$500.00 Cross-age Materials Grant.

Date of Report submission \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Cross-age Coordinator's Signature \_\_\_\_\_

USOE Cross-age Program  
**Second** Accountability Report  
Submit this form after completion of End of Level testing  
**Approximately the middle of May**

The Cross-age Accountability Report provides the Utah State Office of Education, school districts, and local schools with evidence of program implementation and progress. In order to receive funding from the Cross-age Materials Grant and training support from the USOE, the report must be completed and submitted **two** times during the year.

School \_\_\_\_\_ District \_\_\_\_\_

School principal \_\_\_\_\_ School principal e-mail \_\_\_\_\_

School Cross-age Coordinator \_\_\_\_\_ Cross-age Coordinator e-mail \_\_\_\_\_

Number of teachers involved with Cross-age \_\_\_\_\_ Number of Cross-age volunteers \_\_\_\_\_

Number of students participating in Cross-age \_\_\_\_\_

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**Salt Lake City, Utah 84114-4200**

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## Second USOE Cross-age Program Accountability Report Form

(Provide additional grids as needed)

**Assessment (i.e. TPRI, CRT\*, DIBELS, running record)** \_\_\_\_\_ Pre-test date \_\_\_\_\_ Post-test date \_\_\_\_\_

Classroom Teacher	Student	Tutor	# of 30 Min. STAR Sessions/yr	Pre-test Score / Grade Level	Post-test Score / Grade Level

I, \_\_\_\_\_, verify that the Cross-age Program has been implemented with fidelity at  
Principal's Name \_\_\_\_\_.

\_\_\_\_\_. I understand that if the Cross-age Tutoring Program is not maintained throughout the 2006-  
School Name \_\_\_\_\_  
2007 school year, the school will repay the \$500.00 Cross-age Materials Grant.

Date of Report submission \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Cross-age Coordinator's Signature \_\_\_\_\_

